



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE IV-A (CALABARZON)

BIDDING DOCUMENTS
FOR THE
Procurement of One (1)
Unit Motor Vehicle
(Asian Utility Vehicle)

Government of the Republic of the Philippines



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE IV-A (CALABARZON)

INVITATION FOR NEGOTIATED PROCUREMENT

Purchase of One (1) Unit Motor Vehicle (Asian Utility Vehicle)

1. In view of the two (2) failed public biddings, the Department of Budget and Management Regional Office IV-A – Bids and Awards Committee (DBM RO IVA-BAC) invites bidders to participate in the negotiation for the Project, **"Procurement of One (1) Unit Motor Vehicle (Asian Utility Vehicle),"** in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act." The DBM RO IV-A intends to apply the sum of **One Million Four Hundred Thousand Pesos (P1,400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project. The funding source is the FY 2022 General Appropriations Act.
2. The DBM RO IV-A-BAC will hold a meeting with all interested bidders on February 24, 2022, 3:00 pm. To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via <https://meet.google.com/rez-ewby-vqt> until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.
3. The Eligibility Documents, Technical Proposal, and Best and Final Offer stated in the checklist shall be submitted in one (1) original and two (2) duplicate copies on or before **March 9, 2022, 10:00 a.m.** at the DBM Regional Office, DBM Arcache Building, General Solano cor. Nepomuceno Sts., San Miguel, Manila.

The BAC shall conduct the meeting and opening of the Eligibility Documents, Technical Proposal, and Best and Final Offer on **March 9, 2022, 1:00 p.m.**, via <https://meet.google.com/rez-ewby-vqt>. Authorized attendees including representatives of bidders, who are physically present at the DBM RO IV-A Conference Room, DBM Arcache Building, General Solano cor. Nepomuceno Sts., San Miguel, Manila shall likewise join the meeting via videoconferencing.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Within one (1) calendar day from notice, the bidder whose submission is determined as the Lowest Calculated Quotation shall submit its 2021 Income Tax Return and its VAT

Returns or Percentage Tax Return, with proofs of payment filed and paid through the Electronic Filing and Payment System.

5. Interested bidders may obtain further information from the DBM RO IV-A BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m to 4:00 p.m.
6. Payment shall be made promptly, but in no case later than sixty (60) calendar days, through Land Bank of the Philippines' LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
7. The DBM reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

*DBM RO IV-A BAC Secretariat
Department of Budget and Management
2F DBM Arcache Building, General Solano cor. Nepomuceno Sts., San Miguel, Manila.
Telephone No. 8657-3300 loc. 8011
Email address: eobra@dbm.gov.ph*


MA. ROWENA P. GONZALES
Chairperson, DBM RO IV-A BAC

Checklist of Eligibility and Technical Documents for Submission

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
- Original copy of Notarized Bid Securing Declaration; **and**
- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

Schedule of Requirements

The delivery schedule stipulates hereafter the date of delivery to the project site.

Description	Quantity	Delivery Schedule
Procurement of One (1) Unit Asian Utility Vehicle , as detailed in Section VII (Detailed Technical Specifications)	1 unit	30 days upon the receipt of Notice to Proceed

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to

provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Specification	Bidder's Statement of Compliance
<p>One (1) unit Asian Utility Vehicle, Brand New</p> <p>Engine Displacement: Not exceeding 2800cc</p> <p>Fuel Type: Diesel</p> <p>Engine Type: 4-cylinder, In-line 16 valve</p> <p>Transmission: 6-speed Automatic</p> <p>Maximum Output: 174 PS / 3400 Rpm</p> <p>Maximum Torque: 360 Nm / 1200-3400 Rpm</p> <p>Maximum Seating Capacity: 8</p> <p>Color: Silver Metallic</p>	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary "pass/fail" criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

STATEMENT OF ALL ONGOING CONTRACTS

(Including contracts awarded but not yet started, if any)

Name of Client	Title of the Contract	Date and Status of the Contract	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery

Submitted by:

Name & Signature of Authorized Representative

Position Title

Date

Instructions:

1. State of **ALL** on-going contracts including those awarded but not yet started (government **including the DBM**) and private contract which may be similar to the project called for bidding as of the day before the deadline of submission of bids.
2. If there is **NO** on-going contract awarded but not yet started as of the abovementioned period, state NONE or NOT APPLICABLE.
3. The total amount of the ongoing but not yet started contracts should be consistent with those used in the Financial Contracting Capacity (NFCC).

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT

(within two (2) years from the date of submission and receipt of bids)

Name of Client	Name of Contract	Date of the Contract	Kinds of Goods	Value of Contracts	Date of Completion	Official Receipt No. & Date of OR and End User's Acceptance Date

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position Title

Date

Instructions:

1. Name of Contract column indicates the Nature/Scope of the Contract for the DBM RO IV-A to determine the relevance of the entry with the Procurement at hand.
2. Any of the following documents **MUST BE SUBMITTED** corresponding to listed contracts per submitted Annex II:
 - a. Copy of End User's Acceptance;
 - b. Official Receipts; or
 - c. Sales Invoice

BID SECURING DECLARATION FORM

(shall be submitted with the Bid if bidder opts to provide this form of bid security)

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

x-----x

BID SECURING DECLARATION
Invitation for Bid
Procurement of One (1) Unit Motor Vehicle (Asian Utility Vehicle)

To: *Department of Budget and Management Regional Office IV-A*
2/F DBM Arcache Bldg., General Solano cor. Nepomuceno Sts.
San Miguel, Manila

I/We¹, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of _____
at _____.

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

Name of Bidder or its Authorized Representative
[Insert signatory's legal capacity]
Affiant

Jurat
[Format shall be based on the latest Rules on Notarial Practice]

OMNIBUS SWORN STATEMENT

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name]*, of legal age, *[Civil Status]*, *[nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of {Name of Bidder} with office address at {address of Bidder};

2. *[Select one, delete the other]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *One (1) Unit Motor Vehicle (Asian Utility Vehicle)* of the *Department of Budget and Management Regional Office IV-A*, as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the *Procurement of One (1) Unit Motor Vehicle (Asian Utility Vehicle)* of the *Department of Budget and Management Regional Office IV-A*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in th Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner is not related to the Head of the Procuring Entity. Members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultant by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *Procurement of One (1) Unit Motor Vehicle (Asian Utility Vehicle)*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Name of Bidder or its Authorized Representative
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

BID FORM

Date: _____
Project Identification No: **DBMROIVA-2022-008**

To: *Department of Budget and Management Regional Office IV-A*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to DBM RO IV-A, our services for the Project, "**Procurement of One (1) unit Motor Vehicle (Asian Utility Vehicle)**," in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* details is shown below:

Particulars	Quantity/ Units	Model/Variant to be Delivered	Unit Cost	Total Cost (in Pesos, inclusive of VAT)
Motor Vehicle (Asian Utility Vehicle)	One (1) unit			

**Brochure pertaining to the model/variant to be delivered shall also be submitted together with this form*

If our Bid is accepted, we undertake:

1. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
2. to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.
3. to abide by this Bid for the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We likewise certify/confirm that the undersigned, is granted full power and authority by *[Name of Bidder]*, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for **Procurement of One (1) Unit Motor Vehicle (Asian Utility Vehicle)** of the **Department of Budget and Management Regional Office IV-A**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____.